



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT**



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| ANNOUNCEMENT NUMBER: 04-05-034 | OPENING DATE: 04-27-05 | CLOSING DATE: 05-20-05 | OPEN TO ALL APPLICANTS |
| POSITION: Arraignment Court Coordinator JS-945-11 | TYPE OF APPOINTMENT: Career Service | | SALARY RANGE: \$52,468-\$68,209 DC Courts non-judicial employees receive federal retirement and benefits. |
| DIVISION: Criminal | LOCATION: 500 Indiana Avenue, NW | TOUR OF DUTY: Full-time | |
| <p>BRIEF DESCRIPTION OF DUTIES: Oversees the daily operations of C-10 arraignment/presentment court and the Intake Office, coordinating work assignments and assuring smooth, orderly and expeditious administration of courtroom operations. Orientates staff regarding new policies and procedures. Monitors work of staff for compliance with the division's standards and goals. Makes assignments for deputy clerks, courtroom clerks and court aides, and performs evaluations of work. Identifies and addresses training and development needs of the staff. Plans work schedules and shift rotations. Reviews jacket entries, paperwork, updates and new case jacket preparations of staff. Institutes procedures to provide information to the public regarding status of lock-ups and general operating procedures. Maintains daily statistics of judicial and times-in-session matters. Provides administrative analysis, procedural advice and technical assistance to judicial officers, court management and staff, and the public. Ensures sufficiency of supplies and maintenance or replacement of equipment as necessary.</p> <p>MINIMUM QUALIFICATIONS: Seven years of general experience in an office setting, including at least two (2) years in a court, law firm or similar office environment as well as one (1) year of experience as a first-level supervisor or lead worker. Equivalent levels of relevant education and experience may be substituted. Please submit a copy of your most recent performance evaluation with your application (if available).</p> <p>SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe separately experience, training or education that indicates your level of qualification for each factor. Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.</p> <ol style="list-style-type: none">1. Ability to manage operations and employees, providing planning, organization, training and evaluation.2. General knowledge of administrative policies, procedures, rules or regulations used in courtroom or other legal settings dealing with court matters.3. Ability to review and evaluate, written materials, for completeness and correctness of entries.4. Ability to use personal computer and word processing and spreadsheet software to generate statistical and other reports.5. Ability to communicate effectively with a wide variety of persons including court personnel, attorneys, and the public. <p>SELECTION PROCESS: After review of applications and ranking factor responses, a structured oral interview may be required of the highest qualified candidates.</p> <p style="text-align: center;">Submit Court Application and Ranking Factors to: DC Courts, Human Resources Division, 500 Indiana Avenue NW, Washington, DC 20001. For further information call (202) 879-0496, Fax (202) 879-2873 or visit us on the web at www.dccjobs.gov</p> | | | |
| <p>It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.</p> | | | |